$\frac{\text{APHIS SAFETY AND HEALTH MANUAL}}{\text{<u>TABLE OF CONTENTS}}$ </u>

		Page
INTRODUCTI	ON	i
CHAPTER 1	COLLATERAL DUTY SAFETY AND HEALTH	
	OFFICER SYSTEM	1-1
1.1	PURPOSE	1-1
1.2	DEFINITIONS	1-1
1.3	AUTHORITY	1-1
1.4	POLICY	1-2
1.5	APPOINTMENT PROCEDURES	1-2
1.6	RESPONSIBILITIES	1-3
1.7	PERFORMANCE STANDARDS	1-4
1.8	TRAINING	1-4
1.9	AWARDS	1-4
CHAPTER 2	SAFETY AND HEALTH INSPECTIONS, EVALUATIONS, AND	
	EMPLOYEE REPORTS OF UNSAFE OR UNHEALTHY WORKING	
	CONDITIONS	2-1
2.1	PURPOSE OF INSPECTIONS	2-1
2.2	TYPES OF INSPECTIONS	2-1
2.3	FREQUENCY OF INSPECTIONS	2-1
2.4	INSPECTORS	2-1
2.5	RECORDS OF INSPECTIONS	2-1
2.6	SAFETY AND HEALTH EVALUATION	2-2
2.7	REPORTS OF UNSAFE OR UNHEALTHY WORKING CONDITIONS	2-3
EXHIBIT 2.1	APHIS FORM 256, APHIS SAFETY INSPECTION CHECKLIST	
CHAPTER 3	SAFETY AND HEALTH INFORMATION MANAGEMENT	3-1
3.1	PURPOSE	3-1
3.2	DEFINITIONS	3-1
3.3	RESPONSIBILITIES	3-2
3.4	FORMS USED TO REPORT ACCIDENTS, INJURIES,	
	ILLNESSES, AND PROPERTY DAMAGE	3-3
3.5	CHARGING OF ACCIDENTS	3-5
3.6	ACCIDENTS REQUIRING TELEPHONE NOTIFICATION	3-5
3.7	INVESTIGATION OF INJURIES, ILLNESSES, AND ACCIDENTS	3-6
3.8	OTHER INVESTIGATIONS	3-7
3.9	RECORDKEEPING REQUIREMENTS	3-8
EXHIBIT 3.1	SERIOUS ACCIDENT PRELIMINARY REPORT – TELEPHONE FORM	
CHAPTER 4	SAFETY AND HEALTH COUNCILS	4-1
4.1	PURPOSE SAFETY AND HEALTH OF COUNCILS	4-1
4.2	MEMBERSHIP	4-1
4.3	COUNCILS	4-1
4.4	TRAINING REQUIREMENTS	4-3
4.5	TRAINING SOURCES	4-3
46	WORK FAMILY LIFE PROGRAM	1_1

4.7		LY LIFE COUNCIL	4-4
4.8	WELLNESS/V	VFL SPECIALIST'S DUTIES AND	
	RESPONSIBI	LITIES	4-5
4.9		LY LIFE COMMITTEES	4-6
4.10		LY LIFE COORDINATORS	4-6
4.10	WORKTAMI	LT LIFE COORDINATORS	4-0
EXHIBIT 4.1	U.S. DEPART	MENT OF LABOR, REGIONAL OFFICES FOR	
		NAL SAFETY AND HEALTH ADMINISTRATION	
GTT (DEED -	~		
CHAPTER 5	SAFETY AND	HEALTH TRAINING	5-1
5.1	PURPOSE		5-1
5.2	PROCEDURE	S	5-1
5.3		RAINING REQUIREMENTS	5-1
5.4		AINING REQUIREMENTS	5-2
5.5	I RAINING A	SSISTANCE/RESOURCES	5-3
EXHIBIT 5.1	OSHA MAND	ATED TRAINING REQUIREMENTS	
CHAPTER 6	CAEETY AND	HEALTH PROMOTION PROGRAM	6-1
CHAPTER 0	SAFELL AND	O HEALTH PROMOTION PROGRAM	0-1
6.1	PURPOSE		6-1
6.2	RESPONSIBI	LITIES	6-1
6.3		NS OF REPRISAL	6-1
6.4		ON OF SUPERIOR PERFORMANCE OR SERVICE	6-1
	EMPLOYEE A		
6.5	EMPLOYEE A	AWARENESS	6-2
EXHIBIT 6.1	OCCUPATIO	NAL SAFETY AND HEALTH PROTECTION FOR	
Emmon on	USDA EMPLO		
CHAPTER 7	OCCUPATIO	NAL HEALTH	7-1-1
	CECTION	OCCUPATIONAL HEALTH PROCESSA	7.1
	SECTION I	OCCUPATIONAL HEALTH PROGRAM	7-1-1
7.1.1	PURPOSE		7-1-1
7.1.2			7-1-1
7.1.2			7-1-1 7-1-1
7.1.3	POLIC Y		/-1-1
	SECTION 2	OCCUPATIONAL MEDICAL MONITORING	7-2-1
		PROGRAM	
7.2.1	PURPOSE		7-2-1
7.2.2	GENERAL		7-2-1
7.2.3	RESPONSIBI	LITY FOR ESTABLISHING A PROGRAM	7-2-1
7.2.4	EMPLOYEE'S	S RESPONSIBILITIES	7-2-1
7.2.5		A'S RESPONSIBILITIES	7-2-2
7.2.6		ESPONSIBILITIES	7-2-2
7.2.7		OF OCCUPATIONAL MEDICAL MONITORING	7-2-2
7.2.8	COST OF OCC	CUPATIONAL MEDICAL MONITORING	7-2-3
SUPPLEMENT	TAL SECTION	- EMPLOYMENT PHYSICAL EXAMINATIONS	
EXHIBIT 7.1		FORM 177 STATEMENT OF PHYSICAL ABILITY	
	FOR LIGHT D	DUTY WORK	

	SECTION 3 APH1S FORM 29, SUPERVISOR'S REQUEST	
	FOR HEALTH MONITORING	7-3-1
7.3.1		7-3-1
7.3.2		7-3-1
7.3.3		7-3-2
7.3.4		7-3-2
7.3.5	SAMPLE COLLECTION AND SUBMITTAL TO MARSHFIELD	7-3-2
EXHIBIT 7.2	APHIS FORM 29	
EXHIBIT 7.3	SITE CODES	
	SECTION 4 EMPLOYEES' OCCUPATIONAL HEALTH SERVICES	7-4-1
7.4.1		7-4-1
7.4.2		7-4-1
	USE OF HEALTH UNIT FACILITIES	7-4-1
	RESPONSIBILITIES	7-4-2
7.4.5	METHODS OF OBTAINING HEALTH SERVICES	7-4-3
	SECTION 5 CHOLINESTERASE TESTING PROGRAM	7-5-1
7.5.1	PURPOSE	7-5-1
7.5.2	GENERAL	7-5-1
7.5.4		7-5-2
7.5.5		7.5.2
756	RESPONSIBILITIES CENERAL SYMPTOMS	7-5-3
7.5.6	GENERAL SYMPTOMS	7-5-5
EXHIBIT 7.4	PESTICIDE USE HISTORY – LOW CHOLINESTERASE	
	SECTION 6 PSITTACOSIS TESTING PROGRAM	7-6-1
7.6.1	PURPOSE	7-6-1
7.6.2	GENERAL	7-6-1
7.6.3	RESPONSIBILITY	7-6-2
7.6.4		7-6-2
7.6.5		7-6-2
7.6.6	OTHER PRECAUTIONS	7-6-3
7.6.7	MONITORING, REVIEWING, AND RECORDKEEPING RESPONSIBILITIES	7-6-3
	SECTION 7 BRUCELLOSIS TESTING PROGRAM	7-7-1
7.7.1	PURPOSE	7-7-1
7.7.2	GENERAL	7-7-1
7.7.3	RESPONSIBILITY FOR ESTABLISHING THE PROGRAM	7-7-1
7.7.4	HEALTH MONITORING PROGRAM	7-7-1
7.7.5	PERSONAL PROTECTIVE EQUIPMENT	7-7-2
7.7.6	OTHER PRECAUTIONS	7-7-2
7.7.7	MONITORING, REVIEWING, AND RECORDKEEPING	
	RESPONSIBILITIES	7-7-3

		SECTION 8	OCCUPATIONAL IMMUNIZATION HEALTH PROGRAM	7-8-1
	7.8.1 7.8.2	PURPOSE BACKGROUNI	D	7-8-1 7-8-1
	7.8.3	RESPONSIBIL		7-8-1
	7.8.4	REQUIREMEN		7-8-1
	7.8.5	PAYMENT		7-8-2
	7.8.6	COMPENSATION	ON, ACCOMMODATION, AND PRIVACY	7-8-2
	7.8.7	ADDITIONAL	INFORMATION	7-8-3
		SECTION 9	TUBERCULOSIS OCCUPATIONAL MEDICAL MONITORING PROGRAM	7-9-1
	7.9.1	PURPOSE		7-9-1
	7.9.2	BACKGROUN		7-9-1
	7.9.3	RESPONSIBIL		7-9-1
	7.9.4	PROGRAM RE	QUIREMENTS AND GUIDELINES	7-9-1
		SECTION 10	ASBESTOS ABATEMENT PROGRAM	7-10-1
	7.10.1	PURPOSE		7-10-1
		POLICY		7-10-1
	7.10.3	STANDARDS		7-10-1
	7.10.4	RESPONSIBIL	ITIES	7-10-1
		SECTION 11	HEPATITIS B	7-11-1
	7.11.1	PURPOSE		7-11-1
		AUTHORITIES		7-11-1
	7.11.3			7-11-1
	7.11.4	RISK EXPOSU	RE DETERMINATION	7-11-1
	7.11.5	PERSONAL SA	AFETY AND UNIVERSAL PRECAUTIONS	7-11-2
	7.11.6	HEPATITIS B	VACCINATIONS	7-11-3
	7.11.7	HBV EXPOSUI	RE MANAGEMENT	7-11-4
EXHIB	IT 7.5	EXAMPLE OF	CONSENT LETTER FOR HEPATITIS B	
		SECTION 12	COMMUNICABLE DISEASES OF PUBLIC HEALTH CONCERN	7-12-1
	7.12.1	PURPOSE		7-12-1
	7.12.2	GENERAL		7-12-1
	7.12.3	POLICY		7-12-1
CHAPTER 8		WORKER'S CO	OMPENSATION PROGRAM POLICY	8-1
	8.1	PURPOSE		8-1
	8.2	BACKGROUN		8-1
	8.3	AUTHORITIES		8-1
	8.4	DEFINITIONS		8-2
	8.5	POLICY	ITIEC	8-3
	8.6	RESPONSIBILI		8-3
	8.7		EQUIREMENTS VORV	8-6 8-6
	8.8	RETURN TO W		8-6 8-6
	8.9	CHARGE BAC	N DILLINU	8-6

8.10 8.11	FRAUD OR FALS INQUIRIES	SE CLAIMS	8-7 8-7
CHAPTER 9	APHIS WELLNES	SS PROGRAM	9-1
9.1	PURPOSE		9-1
9.2	OBJECTIVE		9-1
9.3	RESPONSIBILITI	EC	9-1
9.4		GRAM COMPONENTS	9-1
9.4 9.5		INSELING SERVICES PROGRAMS (ECSP)	9-1 9-6
9.5 9.6		T OF FITNESS CENTERS/MEMBERSHIPS	9-8
9.0 9.7	SMOKING CESSA		9-8 9-13
9.8	INQUIRIES	ATION	9-13
CHAPTER 10	MISCELLANEOU	JS	10-1
	SECTION 1	FIRE SAFETY	10-1-1
10.1.1	PURPOSE		10-1-1
	POLICY		10-1-1
	AUTHORITY		10-1-1
	DEFINITIONS		10-1-1
	RESPONSIBILITI		10-1-2
	REQUIREMENTS		10-1-2
10.1.7	ADDITIONAL IN	FORMATION	10-1-4
		HAZARDOUS MATERIALS MANAGEMENT PROGRAM	10-2-1
10.2.1	PURPOSE		10-2-1
10.2.2	POLICY		10-2-1
10.2.3	DEFINITIONS		10-2-1
10.2.4	RESPONSIBILITI	ES	10-2-2
EXHIBIT 10.1		RY OF AUTHORITIES	
EXHIBIT 10.2		Orm 164, HAZARDOUS MATERIALS CATION STATEMENT	
EXHIBIT 10.3	APHIS FO	ORY ANNUAL HAZARDOUS MATERIALS	
	SECTION 3	APHIS LABORATORY CHEMICAL HYGIENE PLAN	10-3-1
10.3.1	PURPOSE		10-3-1
	POLICY		10-3-1
10.3.3	DEFINITIONS		10-3-1
	RESPONSIBILITI		10-3-2
	PROGRAM ELEM	MENTS	10-3-3
	TRAINING		10-3-3
10.3.7	MEDICAL EVAL	UATIONS	10-3-4
	SECTION 4	POLLUTION PREVENTION STRATEGY	10-4-1
10.4.1	PURPOSE		10-4-1
	BACKGROUND		10-4-1
	AUTHORITIES/R	EFERENCES	10-4-2
10 4 4	POLICY		10-4-2

10.4.5	RESPONSIBILITIES	10-4-2
10.4.6	GOALS	10-4-3
10.4.7	STRATEGY	10-4-4
10.4.8	INQUIRIES	10-4-4
	SECTION 5 WORKPLACE VIOLENCE	10-5-1
10.5.1	PURPOSE	10-5-1
10.5.2	BACKGROUND	10-5-1
10.5.3	GENERAL CONCERNS	10-5-1
10.5.4	SUPERVISORY CONCERNS	10-5-2
10.5.5	IDENTIFYING POSSIBLE VIOLENCE PRONE EMPLOYEES	10-5-2
10.5.6	HANDLING STRESS-CREATING SITUATIONS	10-5-3
10.5.7	DEALING WITH ANGRY OR VIOLENT BEHAVIOR	10-5-4
10.5.8	HANDLING ACTUAL EVENTS	10-5-4
10.5.9	PERSONAL SECURITY MEASURES	10-5-5
	SECTION 6 DISASTER RECOVERY AWARENESS AND EMERGENCY COMMUNICATIONS	10-6-1
10.6.1	PURPOSE	10-6-1
10.6.2	BACKGROUND	10-6-1
10.6.3	GENERAL	10-6-1
10.6.4	LOCAL MANAGEMENT CONCERNS FOR PREPAREDNESS	10-6-2
10.6.5	LOCAL EMERGENCY PREPAREDNESS COMMITTEES/	
	APPOINTMENT OF DUTIES	10-6-2
10.6.6	GENERAL PREPAREDNESS PROCEDURES	10-6-3
	GENERIC OR STANDARD EQUIPMENT FOR THE OFFICE	10-6-4
10.6.8	GENERIC OR STANDARD EQUIPMENT FOR THE HOME	10-6-4
10.6.9	GENERIC OR STANDARD EQUIPMENT FOR THE VEHICLE	10-6-5
10.6.10	PUBLICATIONS	10-6-6
	SECTION 7 RADIATION SAFETY	10-7-1
10.7.1	PURPOSE	10-7-1
10.7.2	DEFINITIONS	10-7-1
10.7.3	POLICY	10-7-1
10.7.4	RESPONSIBILITIES	10-7-1
10.7.5	ACQUISITION OF RADIOACTIVE MATERIALS	10-7-3
10.7.6	APPROVAL FOR USE OR TRANSFER OF RADIOACTIVE	
	MATERIALS OR RADIATION-EMITTING EQUIPMENT	10-7-3
10.7.7	DISPOSAL OF RADIOACTIVE WASTE OR	
	RADIATION-EMITTING EQUIPMENT	10-7-4
10.7.8	INQUIRIES	10-7-4
	SECTION 8 HAZARD COMMUNICATION	10-8-1
10.8.1	PURPOSE	10-8-1
10.8.2	AUTHORITIES	10-8-1
10.8.3	POLICY	10-8-1
10.8.4	GENERAL	10-8-1
	HAZARD ASSESSMENT	10-8-2
10.8.6	HAZARD COMMUNICATION PROGRAM CONTENT	10-8-2
10.8.7	EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNO	OW 10-8-3

EXHIBIT 10.4 EXHIBIT 10.5			
	SECTION 9	FIREARMS SAFETY	10-9-1
10.9.4	POLICY GENERAL TRAINING REQU	UIREMENTS AND INFORMATION RESOURCES	10-9-1 10-9-1 10-9-1 10-9-1 10-9-2 10-9-2
CHAPTER 11	PERSONAL PRO	TECTION	
	SECTION I	PERSONAL PROTECTIVE EQUIPMENT	11-1-1
11.1.1 11.1.2 11.1.3	PURPOSE REQUIREMENTS RESPONSIBILIT		11-1-1 11-1-1 11-1-1
	SECTION 2	JOB HAZARD ASSESSMENTS	11-2-1
11.2.1 11.2.2	PURPOSE PROCEDURES		11-2-1 11-2-1
EXHIBIT 11.1	APHIS FORM 270	0-R, HEALTH HAZARD ASSESSMENT FORM	
	SECTION 3	APHIS RESPIRATOR PROGRAM GUIDELINES	11-3-1
11.3.1 11.3.2 11.3.3	INTRODUCTION	OF WRITTEN RESPIRATORY PROTECTION	11-3-1 11-3-1 11-3-1
11.3.4		RITERIA FOR A WRITTEN RESPIRATORY	11-3-2
11.3.6 11.3.7	TYPES OF RESPI PROGRAM ADM	IRATORS IINISTRATION AND RESPONSIBILITY OF THE PROGRAM	11-3-6 11-3-7 11-3-8 11-3-8
EXHIBIT 11.2	RESPIRATOR PR	ROGRAM MEDICAL SURVEY FORM	
SUPPLEMENTA		GENERAL STANDARD OPERATING PROCEDURES FOR USING CHEMICAL CARTRIDGE RESPIRATORS	
SUPPLEMENTA		GENERAL STANDARD OPERATING PROCEDURES FOR ELF-CONTAINED BREATHING APPARATUS	
CHAPTER 12	NATIONAL SAF	ETY AND HEALTH INCENTIVE AWARDS	
12.1 12.2 12.3	PURPOSE TYPES OF AWAI SAFETY AND HI	RDS EALTH AWARDS	12-1 12-1 12-2

12.3.1	SAFETY AND HEALTH INDIVIDUAL ACHIEVEMENT	12-2
12.3.2	SAFETY AND HEALTH GROUP ACHIEVEMENT	12-3
12.3.3	DEFENSIVE DRIVING ACHIEVEMENT	12-3
12.3.4	SAFETY AND HEALTH LEADERSHIP AWARD	12-4
12.3.5	SPECIAL ACHIEVEMENT AWARDS	12-5
12.3.6	ADMINISTRATOR'S AWARD	12-5
12.3.7	DASHO's AWARD	12-5
12.3.8	CERTIFICATES OF APPRECIATION	12-5
12.4	WORK LIFE WELLNESS (WLW) AWARDS	12-5
12.4.1	WORK LIFE WELLNESS INDIVIDUAL ACHIEVEMENT	12-5
12.4.2	WORK LIFE WELLNESS GROUP ACHIEVEMENT	12-6
12.4.3	WORK LIFE WELLNESS ACHIEVEMENT AWARD	12-6
12.4.4	WORK LIFE WELLNESS AND PHYSICAL FITNESS AWARD	12-6

EXHIBIT 12.1 NOMINATION TRANSMITTAL COVER FOR SAFETY, HEALTH AND WORK FAMILY INCENTIVE AWARDS

PROGRAM

INDEX

Last Revision 6/30/04